

NHEP Grant Guidelines

Quarterly Reports

All organizations receiving funding are required to provide the NHEP with interim reports. Unless otherwise specified in your contract or memorandum of agreement (MOA), reports are due to the NHEP every quarter on the following dates: March 31st, June 30th, September 30th, and December 31st. Quarterly reports should provide an update on your progress during the reporting period. You should provide an update on each work task outlined in your contract/MOA. If no action has been taken on a particular work task during the reporting period, state "No action this quarter" for that specific task. The NHEP has developed a **report template** for your use for quarterly reports. Use of the template is required. One-two pages of progress details are usually sufficient to cover the content each. The NHEP requires that quarterly reports be sent as email attachments.

Invoices

All invoices must be received on an NHEP Payment Request Form, which is available electronically. Invoices received by the NHEP must be signed, original copies (we cannot accept electronic copies). Invoices should be submitted according to the payment schedule described in your contract/MOA, generally in association with an interim or final report. **Any time an invoice is submitted, you must provide documentation (e.g., receipts, log of hours, mileage, etc.) of expenses and your match amounts.** Invoices WILL NOT be paid without this documentation.

Funding Credit

The NHEP should be given funding credit on all publications and materials produced with NHEP funds. An NHEP logo is available digitally through the NHEP office. If needed, please call Mary Power at 433-7187 for a logo format that meets your needs. The following language and logo are required:

This [report/map/website/etc.] was funded by a grant from the New Hampshire Estuaries Project, as authorized by the U.S. Environmental Protection Agency pursuant to Section 320 of the Clean Water Act.

[Use either the color or black and white logo]



Project Management

Payment Request Forms, Quarterly reports and Final Reports should be submitted to your NHEP project manager. Any delays or other problems you experience in implementing your project should be reported to your NHEP project manager as soon as possible.

Contract End Dates

In most cases, contract end dates **cannot** be extended to allow more time to complete work. If you foresee problems with the schedule outlined in your contract/MOA, contact your NHEP project manager as soon as possible to discuss options. In cases where contract end dates can be extended, the NHEP needs to initiate the extension three months in advance of the current contract end date.

Match Guidance:

The NH Estuaries Project (NHEP) generally has a minimum of a one-to-one match requirement for program funds. This means that for every dollar contributed to a project by NHEP, at least one dollar must be contributed to the project by the entity receiving funds. The amount of match required for your project will be specified in your project contract. You need to provide the amount specified in the contract at a minimum. If you exceed the match amount, please report the total match amount (overmatch) to NHEP.

An entity's match contribution can be cash, equipment/supplies, or "in-kind" services directly related to the project. In-kind services can be paid staff time or volunteer time, which is directly related to implementation of the project. Volunteer rates can be up to \$17.19 per hour for 2004, unless a person is volunteering services in their professional capacity. In this case, the volunteer rate is the person's "billable" rate for the service. For example, if a lawyer volunteers a service to draft legal language for a conservation easement, the volunteer rate is his or her professional rate for service. If the same person assists with assembling materials for a mailing, the rate would be up to \$17.19 per hour, since the service is not associated with the person's paid profession.

All cash, supplies, and in-kind services counted as match must be from **non-federal** sources (e.g., no federal funds can be used to meet the match requirements of NHEP funds). A person's time cannot be counted as match if he or she is paid by federal funds. State programs that are funded with federal funds (for example, EPA or NOAA program funds) cannot be used to match NHEP funds.

State, local, and private funds used as match **cannot be counted twice** as match. For example, if a project is receiving funds from several funders that require match, the same contributions (cash or in-kind services) cannot be counted toward the match requirements of both programs.

Proof of match must be documented and submitted with invoices. The documentation should demonstrate how the amount claimed as match was calculated. It should specify sources of match and relate sources to completion of work tasks specified in the contract. Receipts for materials or services purchased as match should be included with match documentation and payment requests. If in-kind services are counted, indicate the person, hourly rate, number of hours, and which tasks/subtasks this person completed. If the same person's time is counted in part as a reimbursable expense and in part as match, indicate which hours and tasks are reimbursable expenses and which are used for match. Employee time sheets do not need to be submitted to NHEP, but should be kept on file by the agency/organization submitting the invoice. For volunteer time counted as match, documentation should be provided, including volunteer name, date, time spent on the project and a verifying signature of the volunteer.

Final Reports

When you reach the end date of your contract/MOA, a final report is due. Be sure to report on each work task from your contract/MOA in your final report. Submit **three** copies of your final report, per the conditions of your contract/MOA, and an **electronic copy** of your report (on disk or as an email attachment to your NHEP Project Manager). Download the NHEP logo from the "Grant Guidance" page of the NHEP website.

Final Report Guidelines

The New Hampshire Estuaries Project requires that final project reports comply with specific guidelines and formats. The NHEP posts final reports on their website and uses them for outreach purposes, so it is important that you follow the outline below. Reports should be single-spaced, double sided, bound (not stapled), and paginated (bottom center). If possible, use Arial or Times New Roman font (11 or 12 point). Maps larger than 8 ½ x 14 should be included in a back cover pocket. Your report should include the following sections:

- Cover page (see example on next page – include NHEP logo and funding credit)
- Table of Contents
- Executive Summary
- List of Tables
- List of Figures
- Introduction
- Project Goals and Objectives
- Methods (or Activities, if more appropriate to your project)
- Results (or Outcomes) and Discussion
- Conclusions
- Recommendations (for future work or management strategies)
- Appendices

If your project involved water quality sampling or other types of data collection, raw data in tabular format should be included as an appendix. If your project required a Quality Assurance Project Plan, then the following should be included in an appendix: (1) a summary of the results of all QA/QC checks called for in the QA Project Plan (e.g., comparison of field duplicate samples); (2) any relevant QA/QC documentation from the laboratory; and (3) a complete table of all data.

Please include additional sections in your report as appropriate, including all materials produced as part of the project, press clippings, etc. Submit **three** copies of your final report, per the conditions of your contract/MOA, and an **electronic copy** of your report (on disk or as an email attachment to your NHEP Project Manager). Download the NHEP logo from the "Grant Guidance" page of the NHEP website.

If you are working on more than one NHEP project, a separate final report is due for each project. If you have concerns about how the above outline will work for your particular project, please call your NHEP Project Manager to discuss alternative formats.

TITLE OF PROJECT

A Final Report to

The New Hampshire Estuaries Project

Submitted by

Name(s) of Project Lead(s)

Organization/Company

Street Address

Town, State, Zip

Date of Report

This report was funded by a grant from the New Hampshire Estuaries Project, as authorized by the U.S. Environmental Protection Agency pursuant to Section 320 of the Clean Water Act.

